

# Mentoring Guidelines for Faculty FLEX

## Faculty Professional Development Guidelines:

**XII. H. Mentorships** require goals and must document hours spent working toward those goals. Complete all elements of the “Mentorship Template for FLEX” which is available on the Professional Development website and the Alliances website. Mentorships may include:

1. The Professional Development Mentor Program which is designed for COC employees (Administrators, Faculty, and Classified Staff) to learn from each other through one-on-one mentorships.
2. Alliance Mentors who lead an alliance and/or mentor students in the alliance. Any faculty who attends an Alliance meeting or event is eligible for FLEX credit.
3. ASG Club Advisors who guide student club activities and/or mentor students in the club.
4. ISP Mentorship of potential international students and/or international students taking classes at COC, and ISP Mentorships with faculty abroad.

## Being a Mentor *Taken from Professional Development Mentor Program*

- Everyone wants to feel worthwhile. *When a person does not feel good about themselves, they will never believe they are successful, no matter what they accomplish.*
- Everyone needs and responds to encouragement. *If you desire to raise another person up, then you need to become one of their staunchest supporters. People can tell when you do not believe in them.*
- Make “people development” your top priority.
- Establish warm, genuine, and open relationships.

## Alliances

- Mentors may set individual hours of availability for students to meet with the mentor outside of Alliance meetings.
- FLEX hours for mentoring may include:
  - Alliance meetings
  - Alliance events
  - Mentor support meetings (i.e., Alliance Leads Check-in)
  - Mentor-student meetings

## ASG

- Club Advisors must facilitate and lead meetings for which they are documenting mentoring hours.
- Club meetings may count as mentoring when the club meeting pertains to the mentorship goals and meeting activities are documented.

## ISP

- Mentoring may take the form of serving as a guest lecturer in another country, either as part of study abroad from home or in the host country
- Mentors may set individual hours of availability for students to meet with the mentor. What was accomplished/discussed at the meeting must pertain to the mentorship goals and be documented.
- FLEX hours for mentoring may include:
  - Study abroad planning meetings with ISP
  - Guest lectures at the host country (virtually or in person)
  - Mentor-student meetings